

 <p style="text-align: center;"><b>ADMINISTRATIVE REGULATIONS</b></p> <p style="text-align: center;"><b>STATE OF ARKANSAS</b></p> <p style="text-align: center;"><b>BOARD OF CORRECTIONS</b></p>	<b>Section Number:</b>	<b>Page Number:</b>
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	<b>Board Approval Date:</b>	
	<b>04/26/93</b>	
	<b>Supersedes:</b>	<b>Dated:</b>
	<b>881</b>	<b>10/18/88</b>
	<b>Reference:</b>	<b>Effective Date:</b>
		<b>4/28/93</b>
<b>SUBJECT: Volunteer Services</b>		

**I. AUTHORITY:**

The Board of Correction is vested with the authority to promulgate Administrative Regulations by Act 50 of 1968 as amended, and by the Administrative Procedures Act (Act 434 of 1967); Act 42 of 1981, Regular Session.

**II. PURPOSE:**

This Administrative Regulation establishes the process for recruiting, screening, approval, training, coordinating, and documenting the activities of volunteers within the Arkansas Department of Correction.

**III. APPLICABILITY:**

The Coordinator of Volunteer Services; Unit Wardens, Center Supervisors and their designees for dealing with volunteers; staff who use volunteers in their operations; and volunteers.

**IV. DEFINITIONS:**

- A. Regular Services Volunteer: For the purposes of this policy, a Regular Service Volunteer is an individual who offers services to the Department, without charge and on a repeated or ongoing basis, after having met the Department's screening and training requirements.
- B. Occasional Service Volunteer: For the purposes of this policy, an Occasional Service Volunteer is an individual or group who offers support to Department programs on a single event or episodic basis, having been screened and trained only to the extent necessary to carry out a narrowly defined role or task.
- C. Interns: For the purposes of this policy, an Intern is an individual who offers services to the Department as part of an academic or training program on a time limited basis as defined in an internship agreement. For purposes of this policy, an intern shall be considered a volunteer.
- D. Group: For purposes of this policy, a group may consist of Regular Service Volunteers, Occasional Service Volunteers, Interns, or any combination thereof, provided that each member of the group meets the applicable qualifications outlined in the Administrative Directive on Volunteer Services.

**V. POLICY:**

It shall be the policy of the Department to encourage citizen volunteer participation in various programs for the purpose of enhancing and expanding services to inmates. Volunteers will assist, but may not supplant paid staff.

**VI. PROCEDURES:**

- A. General procedures for implementation of this Administrative Regulation shall be specified in an appropriate Administrative Directive.
- B. Specific criteria for the use of Regular Service Volunteers, Occasional Service Volunteers, and Interns in those programs regularly using Regular Service Volunteers, Occasional Service Volunteers, and/or Interns are to be stated in the policy and procedure manual of each program area.
- C. Copies of the Administrative Directive on volunteer services and such program policy and procedure applicable to the volunteer shall be provided for each Regular Service Volunteer or Intern and should be discussed with Occasional Service Volunteers.

**VII. A.C.A. REFERENCES:**

3-4115, 3-4117, 3-4118

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